

**CERTIFICATION OF COMPLIANCE WITH CFR 21.4266 OF COURSES AND DEGREE PROGRAMS  
OFFERED AT A BRANCH OR EXTENSION WITHOUT ADMINISTRATIVE CAPABILITY**

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- I. **Explanation:** Institutions must specifically certify that their branches approved for veterans training are in compliance with relevant local, state and federal laws and regulations. It is the responsibility of the parent school to ensure that all branch locations approved for veterans training are in compliance with federal, state and local regulations. A branch location must be approved by CSAAVE before the school may certify enrollment of veterans to the U.S. Department of Veterans Affairs (VA) for educational benefits. A branch is considered to be without administrative capability if the parent facility is within the same state and maintains a centralized recordkeeping system, identifies the records of students at each branch, and specifies the branch location when certifying enrollments. **Note: A branch of a proprietary school that offers courses that do not lead to a standard (i.e., accredited) college degree must meet the Two Year Rule, CFR 21.4251. This rule applies for non-accredited degree programs and all certificate programs. To satisfy the Two-year Rule, a program must be taught continuously for twenty-four calendar months including reasonable vacations and holidays.**
- II. **Certification of Branch or Extension:** The undersigned certifies that all courses and degree programs offered at a branch or extension without administrative capability by this institution and certified to the Department of Veterans Affairs (VA) for education benefits will meet the following criteria:
- A. The parent facility maintains all records and accounts required by 38CFR §21.4209;
  - B. The parent facility designates a named certifying official;
  - C. The parent facility is able to furnish to the Department of Veterans Affairs, without resort to another facility, all reports and certifications required by 38CFR §§21.4203 and 21.4204.
  - D. The parent facility maintains a local mailing address.
  - E. The parent facility maintains a centralized recordkeeping system;
  - F. The parent facility can identify the records of students at each branch;
  - G. The parent facility specifies the branch location when certifying enrollments;
- III. **Branch or Extension without Administrative Capability Submitted for Consideration:** The undersigned requests that the following branch or extension without administrative capability be approved under the provisions of 38 CFR §21.4266:

**Branch or Extension location address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Zip Code:** \_\_\_\_\_

**Parent Institution location address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Zip Code:** \_\_\_\_\_

The date branch or extension began operation on \_\_\_\_\_. Both the branch and the parent institution are accredited by \_\_\_\_\_, a regional or national accrediting agency recognized by the U.S. Department of Education.

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**Signature of Institution's Authorized Representative**

**Date**

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**Printed Name of Institution's Authorized Representative/Official Title**

**Facility Code**

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